

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at margaret.russell@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

**ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION QM 2.3 Behavioral Health
Recipient Satisfaction Survey**

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
QM 2.3	QM 2.3 Title	Changed from Consumer and Family Satisfaction Survey to Behavioral Health Recipient Satisfaction Survey, based on the ADHS/TRBHA contracts.	12/15/08
QM 2.3	QM 2.3 Purpose	Updated Introduction to include more specific information regarding the purpose of the survey. The term Title XIX/XXI populations was replaced by Title XIX/XXI enrolled persons.	12/15/08
QM 2.3	QM 2.3 References	Add of several legal and other required citations as the contracts, QM plan, Survey Report among others.	12/15/08
QM 2.3	General Content	According to the title change the name of the survey was modified too.	12/15/08
QM 2.3	Section E Definitions	Added: Benchmark Goal Minimum Performance Standard Performance Standards	12/15/08
QM 2.3	Section F Procedures	<ul style="list-style-type: none"> ▪ Minor changes to the language such as use of "will" instead of "should" ▪ Regarding the language the bullet number 4 was changed according to the language use in the AHCCCS/ADHS AND ADHS/T/RBHAs contracts. ▪ Regarding the guardian ship issue we added: The Youth Services Survey for Families YSS-F will be administered to the parent/guardian of the child receiving services. ▪ The website address for the ADHS/DBHS Annual Consumer report was added as well. 	12/15/08
QM 2.3	Section F Procedures (2) Other Surveys	This paragraph was redone is more direct just opening the opportunity for the T/RBHAs to participate in survey activities as may required in association with legislative or other special initiatives, and to ensure cooperation from the providers in such activities.	12/15/08
QM 2.3	Signatures	Updated	12/15/08

ADHS/DBHS POLICY AND PROCEDURES MANUAL MI 5.1 DOCUMENT DEVELOPMENT, MAINTENANCE AND DISSEMINATION

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
MI 5.1	Spell out of the acronyms through all the document	ADHS/ Arizona Department of Health Services, T/RBHA Tribal and Regional Behavioral Health Authorities.	12/15/08
MI 5.1	D References	Add 4 references <ul style="list-style-type: none"> ▪ ADHS/DBHS Clinical and Recovery Practice Protocols ▪ Clinical Practice Guidelines ▪ Demographic Data Set User Guide ▪ AHCCCS/ADHS Contract 	12/15/08
MI 5.1	E. Definitions	Minor changes to the Medical policies definition, AHCCCS, family members and senior leadership committee added to the policy Committee definition. A new definition was created for ADHS/DBHS Public Comment.	12/15/08
MI 5.1	Content	All the links where revised for accuracy, and some where updated.	12/15/08
MI 5.1	Section G (2)	At the section Manuals and Guides The ADHS/DBHS Demographic Data Set User Guide, brief definition was added.	12/15/08
MI 5.1	Section G (3)	Practice improvement Protocols was changed for Clinical and Recovery Protocols, and a minor change at the end of the definition.	12/15/08
MI 5.1	Signatures	Were replaced for the current Acting Deputy Director and the Acting Chief Medical Officer.	12/15/08